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**Mexican American  
Cultural Center**



*Renters, users and members of LARP (Latino Artist Residents Program) are responsible for all content and educating all kitchen users and caterers on content and must adhere to these rules and policies within.*

### **COMMERCIAL KITCHEN USAGE RULES & REGULATIONS:**

1. Renter/users are responsible for compliance with temporary food service requirements. Failure to comply may result in closure of kitchen until the item is corrected and verified by a Health Department representative.
2. A Commercial Kitchen is not for the use of renters or users to prepare meals to feed a working crew, staff members, or themselves. Do not eat or drink in food preparation areas.
3. No children under the age of 14 years\* are allowed in the kitchen. Children 14 years and over may perform limited kitchen work and cooking and must be properly supervised by a responsible adult at all times. (\*employment age by Fair Labor Standards Acts) For more information, see Child Labor Rules for Youth In Restaurants and Quick Service Establishments:

<https://www.dol.gov/whd/regs/compliance/whdfs2a.pdf>

4. The outside door from the kitchen is for loading and unloading only; otherwise it must be kept closed at all times.
5. Styrofoam, glass bottles and single use plastic bags are prohibited at all times. (City Code).
6. Gloves must be worn at all times when handling food. Wash hands with soap and warm water before working in the kitchen, after using the bathroom, and often during preparation and serving.
7. Store coats, purses and other belongings away from food preparation areas.
8. Open shelves are to be cleared after use, and articles or food left behind will be discarded.
9. Moving or removing kitchen equipment is prohibited.
10. No frying allowed as kitchen is not currently equipped for disposal of grease.
11. The range pilots are lit at all times – do not place any items on the range except cooking equipment
12. Food, coffee grounds and waste may only be placed in the scrap collector or trash; never in the sink.
13. All dishes, pots, pans and utensils with food waste must be scraped into the scrap collector, then dishwashing must take place in the Hobart or three compartment sinks, and must be put away after drying.

14. The hand washing sinks may only be used for handwashing, under no circumstance should they be used for washing or rinsing food. Not to be used for paint brushes, or anything other than handwashing soap.
15. By the end of the rental/use period:
  - a) Turn off appliances
  - b) Clean all kitchen equipment interior and exterior, including the refrigerator; wipe surface areas, and sweep and mop per the rental, use inspection checklist.
  - c) Return all used kitchen ware to the assigned locked cabinet.
  - d) Report any non-functioning equipment or broken items to ESB-MACC staff.
  - e) Put all trash and recycling in exterior trash and recycling dumpsters and replace liners.

## **OTHER:**

### **1. Storage**

Storage is not available except during rental/use period including pre-wrapped concessions items. All items left behind on shelves or inside the refrigerator by the user, renter, or staff are subject to be discarded at management discretion. ESB-MACC is not responsible for any equipment, food or other items left in the kitchen.

### **2. Loading and Parking:**

Loading and unloading may be done through the kitchen/loading area doors, however if the kitchen has not been rented, access to the kitchen will be closed immediately after load-in and will not be re-opened until load-out time.

Automobiles may be parked in the loading area only during active loading and unloading. All vehicles including catering vehicles must be moved to a parking spot immediately following loading and unloading. The loading area cannot be blocked at any time to comply with fire regulations.

### **3. Equipment Cleaning**

Wipe down any equipment used by the end of the use period with approved cleaning supplies in janitorial closet and as directed by staff. For equipment that disassembles into smaller parts, you must wash removal parts in the three compartment sink. Stove burners that have been heavily soiled or have been covered with burn and difficult to remove residue must be removed from the stove and washed. No food scraps should be left on any equipment.

### **4. Overall Kitchen Cleaning**

Renters are expected to clean the tables, counters, floors, and refrigerator in the kitchen and any other area which requires cleaning as a result of renter use such as wall food stains, refrigerator spills, sinks etc. We rely on renters to leave the kitchen as you would want to find it.

### **5. Trash**

All trash must be placed in the exterior trash and recycling bins at the end of your agreement. Trash should never be placed in trash or recycling bins without bags. All liquids (no grease) must be disposed of in three compartment sinks and should not be placed in trash. Cardboard boxes must be broken down, flattened and placed in exterior recycling bin.

## **6. Damaged equipment**

While we work hard to maintain equipment, plumbing, and the myriad parts of a commercial kitchen, the reality is that something breaking down can be expected when so many things are involved. Unless the breakage is caused by renter mishandling of an item, we will take responsibility for fixing it. We ask all members to alert us immediately if anything is not working properly, so we can get the right professional out to handle the problem as soon as possible. We also ask everyone to alert us in advance if they anticipate a problem with some aspect of the kitchen or facility.

For more details: <http://www.austintexas.gov/department/public-health-regulations>

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **When is a Temporary Food Permit required?**

A temporary food event permit is required when serving open food or beverage at a private or public event held at the ESB-MACC when the kitchen is rented or used.

Caterers and restaurants are required to pull a temporary food event permit when operating outside of their fixed food establishment.

### **Do I need a Food Handler's Permit?**

A food handler's permit is not required for events pulling a temporary food event permit or private events, however it is recommended to have staff or volunteers preparing or handling food for public events to obtain a food handler registration. Food handler education is designed to reduce foodborne illness by improving the food safety knowledge and practices of those working with food.

### **Can I rent the kitchen for private food preparation, cooking classes, or other kitchen activities independent of a facility rental?**

The kitchen is setup for use with a paid rental of the Auditorium and for the ESB-MACC Senior Meal Program, (last Tuesday of each month), and special event receptions for the Center.

### **Do I bring my own equipment?**

We do provide some basic equipment, but you will need to bring any specialized equipment that you might need specifically for your food preparation. Once you have toured the ESB-MACC kitchen you will have a better idea of what to bring.

